

EMTS Conversion Tool: Build a File Script

Introduction

Welcome to the tutorial on using the EMTS Conversion Tool, or (ECT) to build an XML file for an EMTS transaction.

Before you can use the ECT you must download the zip file from www.epa.gov/otaq/fuels/renewablefuels/epamts.htm and install the tool.

Once you have installed the tool, you can access it from the U.S. EPA folder in the Start menu.

Select a File

This is the screen you will see after opening the ECT and choosing the Advanced Version.

If you had chosen the Basic version, there would be no section to select a delimiter, and the section to select a file would be labeled Step 1.

Because you will be building a file, you do not need to select a delimiter or a file.

At the bottom of the screen are the paths of folders that are automatically created when you install the ECT.

These need to be changed only if you do not want to store your files in the default locations.

You can use the folder list on the left to view the files in each of these folders or to navigate to a custom file location.

Select a File II

Here you can see the Process Existing File(s) button.

For more information about available functionality with this button, please see the tutorials EMTS Conversion Tool (Advanced): Delimited Text Files and Custom Column Headings in Excel.

Please click the Build a New File button to continue.

Transaction Type

You are now on the Choose the Transaction Type screen where you can select a buy, sell, retire, generate, or separate transaction.

In this case you will build a separate transaction.

Please click the Enter button to continue.

Processing File Screen

Upon selecting a transaction type, this screen will appear for the Advanced Version.

At the top of the screen, your company information is displayed, followed by a grid where you will enter data.

Below the grid is a list of required, conditional, and optional fields, as well as a color-coded key. Note that for the Basic Version, the key and the lists will not be present.

Lastly, at the bottom are the output options.

For more information on output options, please see the EMTS Conversion Tool (Advanced): Delimited Text Files tutorial.

Enter Data

The company information has been entered in Step 3 and the ECT has provided the current date.

If you choose to, you may provide a submission comment.

In order to create a file you must provide the required data in Step 4, as indicated in the "Required Fields" panel.

You can now see that a RIN Quantity and Batch Volume of 400 has been entered along with a RIN Year of 2009.

Fuel Code and Separation Reason Code

Here you see that the Fuel Code and Separation Reason Code have been entered as required.

Also, notice the header information displayed in the top right.

In most cases you should not change the header information.

For more information about these headers, please see the Transaction Instructions.

Next you will learn about copying rows to create a file with multiple transactions.

Copying Data

You have now selected the row of data that was just entered and will copy this row of data to a new row.

Please click the Copy Row(s) to New Row(s) button to continue.

Copying Data II

The row of data has now been copied and you currently have the second row selected.

If you have a second transaction that is the same or similar to the first transaction, you can copy the first transaction and then edit the new row to create the second transaction.

Because you have already selected the transaction type, all transactions in the newly created file will automatically be of the same type.

Note that the FuelCode and SeparationReasonCode fields were also copied, even though they are not pictured.

If you want to enter another row of data without copying data from a previous row, you can click the Add New Empty Row button.

Now that you have built a file with multiple rows of data, it is time to process the file into XML formatted for EMTS.

Process File

You are at the bottom of the Build a File screen and are now ready to process the file you built into EMTS formatted XML.

Please click the Process File button to continue.

Processing Complete

You have now successfully processed the file.

Notice that two records were processed representing the two rows of data that you created in the build process.

Please click the Exit/Stop Processing button to continue.

View Processed File

Here the Good_File folder has been opened in the navigation window on the left, and the XML file you just created is displayed.

This file is ready to be submitted to EMTS via the XML submission function or via a node-to-node connection.

Conclusion

In this tutorial you learned how to build a file by selecting the desired transaction type and entering the correct information.

You learned how to copy rows of data or add rows of data to create a file with multiple transactions of the same type.

Finally, you learned how to process the file you built as an XML file for submission to EMTS.

This concludes the tutorial.